

# START TASKING ASSIGNMENT RECORD (TAR)

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Work Assignment Mgr. (WAM): **Dennis Matlock** Phone: **304-234-0284**

Date Submitted: **01/30/14** Requested Start Date: **01/09/14** Verbal Start Date: **01/09/14** Completion Date: **06/30/14**

EPA Site Name/Project Name: **Charleston, WV Chemical Leak**

Street Address: **1015 Barlow Drive** Site Id: **036P** FPN Number:   
City: **Etowah** County: **Kanawha** State: **WV** Zip Code: **25311**

Funding Source(s) (indicate percentages): CERCLA **100%** OPA-Site **0%** OPA Non-Site **0%**  
Other: **Special Account #** Remedial **0%** Brownfields **0%** Counter Terrorism **0%**

Funding Sources total 100% - thank you.

Priority of Assignment: ☒ High ☐ Medium ☐ Low

If "High" is checked, explain: **Emergency Response - Chemical Spill into Elk River**

Purpose for TAR: ☐ New Assignment (Previous TDD #, if applicable) **TL01-14-01-001**  
(check all that apply) ☒ Amend SOW and/or adjust LOE/Costs ☐ New Completion Date  
☐ Other (describe):  ☐ Change WAM

LOE/Hours: Hours requested: **200** Previously Authorized Hours: **710** Total Hours: **910**

Statement of Work (SOW): (you can add the SOW here, email it separately, or attach a hard copy):

**NOTE - Your text will wrap to the next line. You can force a new line by Pressing Alt-Enter.**  
Assist the EPA OSC in Emergency and Removal Assessment work at the Freedom Industries Facility in Charleston, WV. START to provide technical support in evaluation of the chemical spill (MCHM). Also will provide air, water, and soil sampling support as needed. Assist the OSCs with documentation of clean up efforts. Assist the OSCs in their support to the WV DEP.

**(If including analytical services, then you are required to provide justification for requesting START to procure lab services.)**

## 01 -- REMOVAL SITE EVALUATION (RS)

- ☐ Analytical Services
- ☐ Compile and review Background Data
- ☐ Conduct Air Monitoring
- ☐ Conduct Cost Tracking and Documentation
- ☐ Conduct Multimedia Sampling
- ☐ Conduct PRP Search
- ☐ Conduct Windshield Survey
- ☐ Document On-Site Activities
- ☐ Document Release
- ☐ Document Site Access
- ☐ Lab Report
- ☐ Organize Site Documentation Files
- ☐ Prep. Background Info For Draft Action Memo
- ☐ Prepare Draft PolReps
- ☐ Prepare Draft START Work Plan
- ☐ Prepare Safety Plan
- ☐ Prepare Sampling Plan
- ☐ Prepare Site Sketch/Map
- ☐ Prepare Trip Report
- ☐ Provide Chemical Technical Services
- ☐ Provide Mobile Command Post
- ☐ Provide Photo Documentation
- ☐ Provide Slide Documentation
- ☐ Provide Video Documentation
- ☐ Provide Waste Assess. on Drums (HAZCAT)
- ☐ QA/QC Lab Report
- ☐ Research & Prepare Tax Maps
- ☐ Research & Prepare Title Search
- ☐ Review Site Records/Technical Documents
- ☐ Other:
- ☐ Spec. Proj:
- ☐ Provide LAT/LONG and Record On First PolRep

## 11 -- RESPONSE SUPPORT (CERCLA) (RV)

- ☐ Agency Roster/Cards
- ☐ Analytical Services
- ☐ Assist with Assembling Admin Records
- ☐ Attend Public Meeting
- ☐ Compile Press Clippings
- ☐ Conduct Air Monitoring
- ☐ Conduct Cost Tracking and Documentation
- ☐ Conduct Multimedia Sampling
- ☐ Conduct On-Site Contract monitoring
- ☐ Coordinate with State and Local Officials
- ☐ Document On-Site Activities
- ☐ Document Release
- ☐ Document Site Access
- ☐ Lab Report
- ☐ Organize Site Files
- ☐ Prepare Background Info For Draft Action Memo
- ☐ Prepare Contingency Plan
- ☐ Prepare Draft After Action Report
- ☐ Prepare Draft PolReps
- ☐ Prepare Fact Sheet
- ☐ Prepare Safety Plan
- ☐ Prepare Sampling Plan
- ☐ Prepare Site Sketch/Map
- ☐ Provide Chronology of Events
- ☐ Provide MSDSs
- ☐ Provide Photo Documentation
- ☐ Provide Slide Documentation
- ☐ Provide Video Documentation
- ☐ QA/QC Lab Report
- ☐ Review Site Records/Technical Documents
- ☐ Site Safety Monitor
- ☒ COMPLETE THE "RECORD OF ELEMENTS FOR OUTCOME MEASURES" FORM
- ☒ COLLECT & REPORT DATA AS REQUIRED IN EMAIL BY START PO ON MARCH 20 2008

## 41 -- EMERGENCY RESPONSE (RS)

- ☒ Advise OSC of Findings
- ☒ Analytical Services
- ☒ Provide Chronology of Events
- ☒ Compile Press Clippings
- ☒ Conduct Air Monitoring
- ☒ Conduct Multimedia Sampling
- ☒ Document Release
- ☒ Document Site Access
- ☐ Identify Source & Nature of Incident
- ☒ Prepare Incident/Trip Report
- ☐ Lab Report
- ☒ Prepare Site Sketch/Map
- ☒ Monitor Cleanup Activities
- ☐ PRP Search
- ☒ Prepare Draft PolRep
- ☒ Prepare Safety Plan
- ☒ Prepare Sampling Plan
- ☒ Prepare START Work Plan
- ☒ Provide Photo Documentation
- ☐ Provide Slide Documentation
- ☐ Provide Video Documentation
- ☒ QA/QC Lab Report
- ☐ Other:
- ☐ Spec. Proj:

☐

Other:

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EPA Site Name/Project Name: **Charleston, WV Chemical Leak**

## ENFORCEMENT SUPPORT

- ☐ 22 - CERCLA Enforcement Support (BB)
- ☐ 23 - OIL Enforcement Support

- ☐ Analytical Services
- ☐ Assist with Assembly of Admin Records
- ☐ Attend PRP Meetings
- ☐ Conduct Air Monitoring
- ☐ Conduct Multimedia Sampling
- ☐ Conduct Split Sampling
- ☐ Document On-Site Activities
- ☐ Document PRP Cleanup Activities
- ☐ Document Site Access
- ☐ Evaluate Cleanup Measures Proposed
- ☐ Lab Report
- ☐ Organize Site Documentation Files
- ☐ Provide Chronology of Events
- ☐ Prepare Draft PolReps
- ☐ Prepare Safety Plan
- ☐ Prepare Sampling Plan
- ☐ Prepare Site Sketch/Map
- ☐ Provide Toxicological Profile
- ☐ Provide Mobile Command Post
- ☐ Provide Photo Documentation
- ☐ Provide Slide Documentation
- ☐ Provide Video Documentation
- ☐ QA/QC Lab Report
- ☐ Review PRP Safety Plan
- ☐ Review PRP Plans and Specs
- ☐ Review Site Records/Technical Documents
- ☐ Review Treatment Alternatives
- ☐ Other:
- ☐ Spec. Proj:

## 22 -- REMOVAL SUPPORT (OIL)

- ☐ 311 Referral
- ☐ Analytical Services
- ☐ Compile Press Clippings
- ☐ Conduct Air Monitoring
- ☐ Conduct Cost Tracking and Documentation
- ☐ Conduct Multimedia Sampling
- ☐ Conduct PRP Search
- ☐ Document On-Site Activities
- ☐ Document Release
- ☐ Document Site Access
- ☐ Prepare Draft After Action Report (Oil)
- ☐ Maps and Sketches
- ☐ Monitor Contractor
- ☐ Monitor PRP Cleanup
- ☐ Organize Site Files
- ☐ Prepare Contingency Plan
- ☐ Prep. Dft Completion Rpt Per NPFCINST 16451.2
- ☐ Prep. Dft Incident Rpt Per NPFCINST 16451.2
- ☐ Prepare Draft PolReps
- ☐ Prepare Draft Work Plan
- ☐ Prepare Safety Plan
- ☐ Prepare Sampling Plan
- ☐ Provide Photo Documentation
- ☐ Provide Video Documentation
- ☐ QA/QC Lab Report
- ☐ Review Site Records/Technical Documents
- ☐ Site Safety Monitor
- ☐ SPCC Inspection of Facility
- ☐ Other:
- ☐ Spec. Proj:

- ☒ COMPLETE THE "RECORD OF ELEMENTS FOR OUTCOME MEASURES" FORM
- ☒ COLLECT & REPORT DATA AS REQUIRED IN EMAIL BY START PO ON MARCH 20 2008

## 51 -- EECA

- ☐ Compile Existing Data
- ☐ Draft EECA
- ☐ Provide Engineering Technical Services
- ☐ Review Site Records/Technical Docs.

## 12 -- OIL SPILL RESPONSE/ASSESSMENT

- ☐ Agency Roster/Cards
- ☐ Analytical Services
- ☐ Compile Press Clippings
- ☐ Conduct Air Monitoring
- ☐ Conduct Multimedia Sampling
- ☐ Conduct PRP Search
- ☐ Coordinate w/Federal, State and Local Officials
- ☐ Document Areas & Extent of Spill Impact
- ☐ Document Release
- ☐ Identify Cause/Probable Cause
- ☐ Lab Report
- ☐ Notify OSC of Recommendation
- ☐ Prepare Draft Enforcement Report, if appropriate
- ☐ Prepare Draft PolReps
- ☐ Maps and Sketches
- ☐ Prepare Incident/Trip Report
- ☐ Provide Photo Documentation
- ☐ Provide Slide Documentation
- ☐ Provide Video Documentation
- ☐ Prepare Safety Plan
- ☐ Prepare Sampling Plan
- ☐ Provide Detailed Diagram of Oil Pathway
- ☐ QA/QC Lab Report
- ☐ Respond to Spill Site
- ☐ Take Representative Samples per OSC direction
- ☐ Other:
- ☐ Special Proj:

## 02 -- SPCC/FRP

- ☐ Complete Forms, Log Inspections
- ☐ Prepare Transmittals
- ☐ Obtain Fed & State Counterpart Agency Records
- ☐ Perform Inspection(s) at EPA Direction
- ☐ Prepare Inspection Report
- ☐ Provide Photo Documentation
- ☐ Review SPCC/FRP Plan
- ☐ Other:
- ☐ Special Proj:

## 18 -- CHEMICAL SAFETY AUDITS

- ☐ Conduct CSA with OSC
- ☐ Forward Diskette & Appendixes
- ☐ Prepare Draft Report
- ☐ Prepare Inspection Report
- ☐ Provide CSA Profile
- ☐ Review Facility Background Information
- ☐ Other:
- ☐ Special Proj:

## 05 -- TRAINING RECEIVED

- ☐ Attend Training/Meeting/Conference
- ☐ Brief OSC
- ☐ Identify New Techniques & Report to Region
- ☐ Obtain Available Literature
- ☐ Prepare Report on Training Received

## 15 -- TRAINING PREPARE/PRESENT

- ☐ Prepare Graphics/Charts
- ☐ Prepare Handouts
- ☐ Prepare Safety Meeting Presentation
- ☐ Prepare Training Presentation
- ☐ Present Training
- ☐ Other:
- ☐ Spec. Proj:

## 48 -- CONTINGENCY PLANNING

- ☐ Assist State/Loc. Resp. Personnel w/Plan Revision
- ☐ Develop Contingency Plan
- ☐ Provide CEPP Support
- ☐ Review & Critique Contingency Plans
- ☐ Revise contingency Plan
- ☐ Update Contingency Plan
- ☐ Other:
- ☐ Spec. Proj:

## 47 -- INFORMATION MANAGEMENT

- ☐ Conduct Database Technical Support
- ☐ Data Research & Compilation
- ☐ Graphics/Charts
- ☐ Input Data
- ☐ Logistics Support
- ☐ Provide ADP Support - CERCLIS/ERNS
- ☐ Other:
- ☐ Spec. Proj:

## 56 -- GENERAL TECHNICAL ASSISTANCE

- ☒ Organize/Review Files
- ☒ Prepare Report
- ☐ Provide Engineering/Technical Support
- ☐ Provide RRT Support
- ☐ Provide Toxicological Profile
- ☐ Research Clean-up Technologies
- ☒ Research Info on Subject
- ☐ Other:
- ☐ Other:
- ☐ Other:
- ☐ Other:
- ☐ Spec. Proj:

## 66 -- CEPP SUPPORT

- ☐ Coordinate Activities w/other Agencies (Fed,St,Loc)
- ☐ Develop Audit Work Plan
- ☐ Evaluate Effectiveness of Scenario
- ☐ Participate in Audits
- ☐ Prepare Simulation Scenario
- ☐ Provide CEPP Support
- ☐ Provide Chem. Tech. Svc. During Facility Audits
- ☐ Provide Engineering Tech. Svc. During Facility Audits
- ☐ Provide Geo-Science Tech. Svc. During Facility Audits
- ☐ Review CEPP of LEPC/SERC
- ☐ Other:
- ☐ Spec. Proj:

## 37 -- EQUIPMENT MAINTENANCE

- ☐ Other:
- ☐ Spec. Proj: **TDD**

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